



HWAL'BAY BA;J WAYO:WO'JO HUALAPAI HOUSING DEPARTMENT

Request for Proposals Yard Clean Up Project

Hualapai Housing Department
Date: August 9, 2019

INTRODUCTION

The Hualapai Housing Department (HHD) is seeking qualification proposals for landscaping services from qualified Hualapai Tribal Members. The selected Tribal Member will enter into a fixed-price contract for each home. This Request for Proposal is open to Hualapai Tribal Members only.

The HHD is undertaking a landscaping project for four (4) homes in the Low-Rental units.

Project Location

The sites are in the Peach Springs community off Route 66 and in the Music Mountain subdivision area.

Project Purpose

The purpose of this project is to provide a clean and well landscaped yard for the tenants. The work will be to remove weeds and trash from these units as well as raking and removing rocks.

Project Funding

The project is being funded by Indian Housing Block Grant (IHBG) funds, and as such, is subject to all rules and statutes pertaining to construction with NAHASDA funds. Applicable federal clauses shall be followed by the successful bidder and the Housing Department.

Project Delivery and Tribal Stipulations

The price and contract will be procured using the Hualapai Tribe's Competitive Proposal method as described under the Hualapai Tribe's Procurement Policy procedures, as it has been determined to be the most appropriate method of contracting for the subject project.

Intent

The Hualapai Housing Department seeks a reliable and experienced Tribal Member who can complete this project within forty five days. It is the Housing Department's desire to provide a clean and well landscaped yard for the new tenants.

The Housing Department intends to enter into a contract with a Hualapai Tribal Member who possesses the knowledge and experience to undertake this project and that serves the best interest of the Housing Department. The selection of the Hualapai Tribal Member shall be based on the evaluation criteria in this RFP.

The Housing Department intends for the selected individual to complete all work for this project **within Forty Five (45) days of the signing of Notice to Proceed.**

PROPOSAL PROCESS

The proposals will be based on the Housing Department's preliminary Scope of Work which is attached to this RFP. Proposers will acknowledge the Scope of Work as the required baseline information.

The proposal shall include the following items, however, the items are not exclusive of other considerations, which may be deemed by the Housing Department as appropriate, given the content of the proposals.

1. Provide Progress schedule
2. HHD/Hualapai Tribe will provide Phase inspections
3. Tribal Member will provide all equipment & tools necessary to complete the project.
4. Must have on file or submit a 1099 form with the proposal.

Instructions to Proposers

PRE-BID CONFERENCE:

August 19, 2019 at 9:00 AM in the Hualapai Housing Dept. conference room. This conference is mandatory. The purpose of this conference will be to clarify the contents of this solicitation in order to prevent any misunderstanding of the Housing Department's position. Any doubt as to the requirements of this solicitation or any apparent omission or discrepancy should be presented to the Housing Dept. at this conference. The Housing Dept. will then determine the appropriate action necessary, if any, and may issue a written amendment to the solicitation. Oral statements or instructions will not constitute an amendment to this solicitation. Persons with a disability may request a reasonable accommodation by contacting **Freddy Watahomigie at (928) 769-2274**. Requests for accommodations must be made forty-eight (48) hours in advance of the event.

A visit to the sites will take place August 19, 2019 for proposers. This visit will provide an opportunity for potential bidders to receive answers to specific questions and to see the current conditions of the yards.

The competition will be based on Experience and Qualifications, Cost & Schedule, and Capability. Proposal submittals will be reviewed by a 3-Person Evaluation Selection Committee.

Selection of the Tribal Member will follow a one-step process. This will be used to ensure selection of the Tribal Member providing the best overall capability to perform the work in a manner most advantageous to the Hualapai Housing Department, in accordance with established evaluation criteria. Proposers are encouraged to demonstrate adequate experience, and past performance to establish why their proposal will provide maximum benefit to the Tribe. **The highest technically qualified proposer will be awarded the contract.**

The proposals must be received by the due date and time assigned at the submittal location specified herein. Any proposals received at the specified submittal location after the due date and time assigned will be returned unopened. The Hualapai Housing Department reserves the right to reject any or all proposals, or to withhold the award for any reason it may determine, and to waive or not waive any informalities in any proposal. All information regarding the content of the specific proposals will remain confidential until a contract is finalized or all proposals are rejected.

SUBMITTAL DUE DATE:
SUBMITTAL LOCATION:

August 26, 2:30 PM Arizona Time
Hualapai Housing Department Office
600 Highview Street
Peach Springs, Arizona 86434

Proposals should be submitted in an original and two (2) copies.

Proposers may withdraw their proposals at any time prior to the date and time set for closing.

Only the Hualapai Housing Department has the authority to receive official proposals for this project.

If you have informal questions about the RFP process, please contact:

Freddy Watahomigie, Housing Director at (928) 769-2274.

The Housing Department shall not reimburse any proposer the cost of responding to the RFP.

The Hualapai Housing Department conducts solicitations and good faith by granting competitors an equal opportunity to win an award. If the proposer feels the Housing Department has fallen short of these goals, proposers may submit a protest pursuant to the Tribe's Procurement Policy. Protests should be directed to:

Hualapai Tribe Grants & Contracts Department
Attn: Salena Siyuja, Compliance Officer
P.O. Box 179
Peach Springs, Arizona 86434

SCHEDULE OF EVENTS

Below is the current schedule of the remaining events that will take place in the selection process. The Hualapai Housing Department reserves the right to make changes or alterations to the schedule as the Housing Dept. determines is in the best interests. Proposers will be notified sufficiently in advance of any changes or alterations in the schedule. Unless otherwise notified in writing by the Hualapai Housing Department, the dates indicated below for submission of items or for other actions on the part of a Proposer shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Proposer to be disqualified as non-responsive. The selected proposer and the Hualapai Housing Department are expected to enter into a contract within fifteen (15) days.

Date: 08/12/19

RFP advertised on Hualapai Tribe website (RFP will be removed from the website on the due date of the proposals)
Pre-bid conference at Hualapai Housing Department Ofc.
Site visit for potential proposers.

Date: 08/26/19

Proposals due to Hualapai Housing Department.

Date: 08/27/19

Tribal Member selected.

Date: 08/28/19

Hualapai Housing and Tribal Member sign contract.

SELECTION CRITERIA

Selection

After receipt and review of the proposals, a 3-Person Evaluation Selection Committee will rate the proposers in accordance with the *Criteria for Contractor Selection* below, and prepare a recommendation report to the Hualapai Housing Director. The Housing Director will select a Tribal Member based on the evaluations and recommendation of the Committee. The Housing Director will forward the proposed selected Tribal Member to the Housing Board for approval, if necessary, per the Hualapai Tribal Procurement Policy.

The HHD reserves the right to reject any and all proposals, to waive any informalities or irregularities and to award the contract that is in the best interest of the HHD.

Each Tribal Member submitting a proposal will be notified of the final selection.

Criteria for Contractor Selection

The following is the scoring for the proposals:

Experience and Qualifications	(up to 30points)
Cost & Schedule	(up to 30 points)
Capability	(up to 40 points)
Total:	(100 points)

1. Experience and Qualifications:

- a) The name, address, phone, and fax number of the Tribal Member applying.
- b) Provide at least three developmental references, their addresses, phone numbers, and relation to the Tribal Member.

2. Cost & Schedule:

- a) The firm fixed price fee, to complete each yard.
- b) The firm shall include in their proposal a time and schedule in calendar days, predicated upon suitable weather, for completing the work and submit a final report to HHD upon issuance of a Notice to Proceed. The schedule is to show, at minimum:
 - 1) The start date, a graph/chart showing phases of work by task, and completion date.